

COUNCIL MINUTES
TIGARD CITY COUNCIL MEETING
March 1, 2005

- Mayor Dirksen called the meeting to order at 6:30 p.m.
- Council Present: Mayor Dirksen; Councilors Harding, Sherwood, Wilson, and Woodruff.
- 1. EXECUTIVE SESSION: The Tigard City Council went into Executive Session to discuss the employment of a public officer and labor relations at 6:30 p.m. under ORS 192.660(2)(a) and (2)(d).

Executive Session concluded at 8:28 p.m.

Meeting reconvened at 8:35 p.m.

Council Present: Mayor Dirksen; Councilors Harding, Sherwood, Wilson, and Woodruff.

- Administrative Items
 - > After brief discussion, Council consensus was that it would like to continue to receive Board & Committee Monthly Reports.
 - > Chamber Good Morning Tigard – Thursday, April 7, 7:30 -8:30 a.m. in Town Hall – Mayor Dirksen and Councilor Harding will attend.
 - > Tigard Times Edition – “People You Should Know” for *Portrait* publication – After brief discussion, Council consensus was to feature City of Tigard Board and Committee members.

2. DISCUSSION – CITY MANAGER RECRUITMENT

Human Resources Director Zodrow reviewed the draft City Manager recruitment brochure with City Council. Council discussed with Ms. Zodrow whether to use an executive search firm, the City of Tigard Human Resources Department staff, or a combination of the two. After discussion, consensus was for the Human Resources Department staff to conduct the recruitment.

Council members discussed the general process; highlights of their “brainstorming” remarks follow (note the following notes represented ideas offered by individual City Council members and do not necessarily indicate Council consensus, but were offered to Human Resources Director Zodrow as she develops information for future Council consideration):

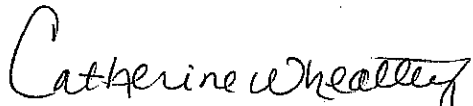
- The recruitment announcement should be sent to both public (i.e., ICMA) and private organizations.

- Council members commented on the profile of what they would be looking for in a City Manager. Each Council member rated each area "high," "medium," or "low." Human Resources Director Zodrow tabulated these ratings. (Examples of areas rated included education, experience, community relations, administrative ability, communications, budget, human resource, labor relations, economic development, and innovation.)
- Council members reviewed elements of a candidate assessment center, which could include four to five exercises over the course of one day. Examples of exercises include a mock City Council meeting with a presentation from the candidate, facilitating a citizen meeting, and a written exercise.
- Council members commented on the experience they would be interested in seeing in candidates:
 - experience with economic development or urban renewal;
 - do not need to have a City Manager background; that is, look "outside the box." The private sector should not be excluded; a successful candidate should possess a high level of executive administrative experience (a senior-level manager).
- Communication skills: articulates well both verbally and in writing – a good public communicator; writing is succinct.
- Community relations: ability to deal with diverse contacts including volunteers and day-to-day public contacts. Promotes expanding public outreach. Is able to handle controversy and different points of view (inclusive).
- Economic development – comments for this area included:
 - have expertise in this area
 - experience with urban renewal
 - ability to work with businesses
 - a "planner"
 - ability to look at the "big picture"
 - understand the economies of the organization
 - is knowledgeable about how to recruit businesses in order to compete with nearby cities
- Innovation – comments for this area included:
 - creative solutions for problems (demonstrated by candidates previous successes)
 - new approach
 - ability to see the "big picture"; not a "micromanager"
 - delegates


- Land use – comments for this area included:
 - due to the number of land use issues facing the City, a successful candidate should have experience and background in land use;
 - an understanding of urban renewal; would be interested to someone who was in the private sector (“on the other side of the fence”) and participated in an urban renewal project;
 - someone who has experience in getting a “nice” project off the ground.

Human Resources Director Zodrow advised she would develop material for Council’s review based on the comments she heard. With regard to the posting of the recruitment advertising language, Council consensus was that a salary dollar amount should not be posted. There was discussion about the use of performance measures and goal setting. Human Resources Director Zodrow noted she could include a statement about the generous benefit package. It will be noted that this position participates in the ICMA retirement plan (not PERS). This will be a national recruitment. The proposed timeline Ms. Zodrow outlined was acceptable to the City Council. Ads for this position will include national organizations for both the private and public sectors. Ms. Zodrow confirmed with the City Council that she could assure candidates that their names would be kept confidential for the first two rounds of candidate selection/elimination (as confirmed with the City Attorney).

3. ADJOURNMENT: 9:43 p.m.


Catherine Wheatley, City Recorder

Attest:


Mayor, City of Tigard

Date: 4.26.05

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